

Terms to know:

DMRs – Discharge Monitoring Reports

CORs – Official Copy of Record

REQUEST ACCESS TO YOUR PERMIT (*The first person to request access to a permit must be the Signatory)

- After logon, in the upper left hand corner, click on “Request Access”
- Permit ID – Enter your permit number
- Click update
- Role – Choose the role that suits what you will be doing for this permit – **EXTREMELY IMPORTANT**
 - **Signatory** – Permittee User
 - § Responsible for signing and submitting DMRs.
 - Sign and submit Subscriber Agreements
 - View, modify, sign or submit DMRs/CORs
 - Import DMRs
 - Download blank DMRs
 - Download the official COR
 - **Permit Administrator** – Permittee User
 - § Responsible for approving all COR and DMR edit/view requests
 - Manage access requests to view or edit
 - Manage access to the Regulatory Authority to view partial DMRs
 - View partially completed DMRs
 - View, modify, sign or submit DMRs/CORs
 - Import DMRs
 - Sign and submit Subscriber Agreements
 - Download blank DMRs
 - Download CORs
 - **Edit** – Permittee User or Data Provider
 - § Responsible for entering/editing DMR data
 - View and modify DMRs/CORs
 - View users
 - Download blank DMRs
 - Download CORs
 - **View** – Permittee User or Data Provider
 - § This role can view DMRs/CORs only
 - Access to view DMRs/CORs
 - View users
 - Download blank DMRs
- Click Add Request, an Access Request box will show up listing your permit(s)
- If you have multiple permits, enter your next permit number and repeat the steps.
- Once you have all permits listed in the Access Request box
- Click Submit
- If you chose Signatory, answer the Additional Information Required fields
 - Employer relationship
 - Choose whether you have the authority to enter this agreement or if some one will be granting you authority to enter in the agreement. If someone is granting you authority fill in the required fields.

- Click Submit
- Click Confirm
- You will get the Request Access to a Permit and Associated DMRs page, click Print Subscriber Agreement
- Print the agreement, choose the appropriate request option, sign/date and mail the original inked signed form to:
 NetDMR Coordinator
 Kentucky DOW/SWPB/PSS Section
 200 Fair Oaks, 4th Floor
 Frankfort, KY 40601
- Do this for each permit you requested access to.
- If you chose any role other than Signatory, you are finished; you are now waiting for your Signatory or Permit Administrator to approve your role.
- You will receive an email, Access Request Notification, letting you know you have been approved.
- You are now ready to start entering data.

ENTERING DATA

- Log In
- You will be on the All DMR & Copies of Record (CORs) screen
- Choose your permit
- Click update